

### **About Department of Children's Services (DCS)**

The Tennessee Department of Children's Services (DCS) is the state's public child welfare agency, overseeing child protective services, permanency and juvenile justice. DCS protects children who are victims of abuse or neglect and strengthens families through services that focus on family support and preservation. DCS staff responds to over 37,000 reports of child abuse and neglect a year. DCS employees 4000+ staff deployed across Tennessee.

### **Job Description**

This Administrative Service Assistant II (ASA2) reports to the Executive Director of Human Resources. The Administrative Service Assistant position is responsible for providing administrative support to senior Human Resources staff, as well as HR generalist duties.

### **RESPONSIBILITIES**

- Run queries and pull information from Edison (HRIS system) to compile routine and ad hoc HR reports.
- Lead special projects as assigned by the Executive Director in all areas of Human Resources.
- Act as a resource on human resource matters, providing guidance, assistance and support to all level of customers. This may involve consulting with managers, supervisors or individual employees or groups, identifying and resolving employee related matters and providing guidance on a myriad of human resource issues.
- Provide support and assistance to Human Resources staff in all areas of human resource management.
- Consult on issues related to space planning for the division under the direction of the Executive Director.
- Assist with the entering or approval of time and attendance into the system accurately and timely, assuring exceptions are cleared by system lock out dates.
- Schedule meeting space, order supplies and orders meals for meetings as requested.
- Set and distribute agendas for all HR meetings at least 1 working day prior to scheduled meetings
- Maintain files necessary for accreditation, monitoring and compliance.
- Other duties as assigned.

### **Requirements**

- Graduation from an accredited college or university with a bachelor's degree in Human Resources (or related field). Advanced degree in Human Resources (or related field) preferred.
- Minimum of 1 year Human Resource experience.
- Excellent critical thinking skills.
- Must be able to demonstrate the ability to make informed decisions based on data.
- Excellent verbal and written communication skills
- Working knowledge of Human Resources practices.
- Personal qualities that include integrity, commitment to DCS mission, respect for diversity and the ability to inspire and motivate.
- Ability to work in a fast paced, multi-tasking environment and successfully navigate ambiguity while executing to deadlines.
- Must be Microsoft office proficient, i.e. Word, PowerPoint and Excel etc. and be able to enhance the HR function through technology.

PLEASE SEND RESUME TO:

**Dawn Bertotti@tn.gov**